



Introduction programme

Student information

Student name _____

Name of workplace trainer _____

Date completed _____

Preparation

What	Who	When	Completed
Get work clothes and personal protective equipment ready (if applicable)			
Prepare workplace and materials			
Prepare the computer and e-mail address			
Document student details			
Record the practical training supervisor details			
List contacts in case of emergency (ICE)			
Check your insurance policy for student cover			
Inform employees of student arrival			
Discuss assignments/activities			
Review tasks and work processes of the student and determine what can be learned in your company (see https://www.s-bb.nl/en)			
Make a list of the departments, employees and customers the student should get to know			

Action - introduction first day

What	Who	When	Completed
Meet with student			
Provide company information			
Give a tour of the company			
Make agreements on dealing with confidential information (if applicable)			



Action - introduction first day

What	Who	When	completed
Discuss working hours (starting on time, number of hours, holidays, reporting sickness and absence, visiting doctor, etc.)			
Discuss learning goals and make a plan together for tasks, work processes, school assignments, etc. (use the Learning Objectives and Planning form for this)			
Discuss allowance or salary (signing a work placement agreement, employment or work placement agreement, overtime, etc.)			
Schedule consultation times with the workplace trainer			
Schedule introductions to departments, employees and customers			

Action - introduction period

What	Who	When	Completed
Explain general company rules (dress code, breaks, coffee/tea, smoking, tidying up, use of mobile phone)			
Explain how to deal with customers (reception, introduction, language, behaviour)			
Explain health and safety, personal protection and environment (work posture, alternation of work, gloves, helmet, waste, etc.)			
Explain social interaction, how do we treat each other? (Respect, feedback, confidential counsellor, etc.)			
Explain use of machines and materials (if applicable)			
Explain activities for introduction period			

Review

What	Who	When	Completed
Evaluate the induction period with the student and the workplace trainer			
Discuss the student's progress			
Making follow-up agreements			